

SCHOOL SITE COUNCIL (SSC) BYLAWS FOR SANTA MONICA HIGH SCHOOL SITE COUNCIL

Article I

Name of Council

The name of the organization shall be the Santa Monica High School Site Council.

Article II

Role of Council

The Santa Monica High School Site Council will serve as the operational governing body of Santa Monica High School. The Santa Monica High School Site Council shall monitor and adjust the Santa Monica High School Strategic Plan and school plan, including budget and calendar. The Santa Monica High School Site Council, following approval of a school plan by the Santa Monica Malibu Unified School District Board of Education, shall have ongoing responsibility to review with the principal, certificated personnel, classified personnel, students, parents and community, the implementation of the school plan and to assess periodically the effectiveness of such a plan. Modifications or any improvement to the plan or budget shall be developed, recommended, and approved or disapproved in the same manner, to ensure that Santa Monica High School engages in on-going long-range planning, using a shared decision-making process. The council shall carry out all other duties and responsibilities assigned to it in the Education Code of the State of California.

Article III

Members

Section 1 – Size and Composition

The School Site Council shall be composed of 15 elected members.

The needs and resources of the school improvement program require that membership include broad representation of parents, students, and, staff. Representation on the council shall be: the principal, representatives of teachers selected by teachers at the school, other school personnel selected by other school personnel at the school, parents of pupils attending the school selected by such parents and pupils selected by pupils attending the school. The council shall be constituted to ensure parity between (a) the principal, classroom teachers, and other school personnel; and (b) equal numbers of parents and pupils.

Classroom teachers shall constitute the majority of those persons representing school staff.

Council members representing parents may be employees of the school district but may not serve as a parent representative at the site of employment.

Section 2 – Terms of Office

All members of the council shall serve for a two-year term. However, in order to achieve staggered membership, one-half, or nearest approximation thereof, of the members representing parents and one-half, or the nearest approximation thereof, of the members representing teachers and other school personnel (except the principal) shall be elected every other year.

Section 3 – Voting Rights

Each member shall be entitled to one vote and may cast that vote on each matter submitted to a vote of the council. The elected alternate shall vote in the absence of the representative. Absentee ballots shall not be permitted.

Section 4 – Termination of Membership

A member shall no longer hold membership should he or she no longer meet the membership requirements under which he or she was selected; e.g., a parent becomes employed by the district. Membership shall automatically terminate for any member who is absent from all regular meetings for a period of three consecutive months. The council, by affirmative vote of two-thirds of all of the members, can suspend or expel a member.

Section 5 – Transfer of Membership

Membership in the School Site Council is not transferable or assignable.

Section 6 – Resignation

Any member may resign by filing a written resignation with the local school.

Section 7 – Vacancy

Any vacancy on the council shall be filled for the remainder of the school year by appointment by the chairperson. If the unexpired term is for another full year thereafter, the term for that year shall be filled by the regular selection process.

Article IV Officers

Section 1 – Officers

The officers of the School Site Council shall be a chairperson, secretary, and such other officers as the council may deem desirable.

Section 2 – Election of Term of Office

The officers for the School Site Council shall be elected annually and shall serve for one year or until each successor has been elected.

Section 3 – Removal

Any officer may be removed by a two-third vote of all members sitting on the School Site Council whenever, in the judgment of the council, the best interests of the council would be served thereby.

Section 4 – Vacancy

A vacancy in any office because of death, resignation, removal, disqualification or otherwise shall, by special election, be filled by the School Site Council for the unexpired portion of the term.

Section 5 – Chairperson

The chairperson shall preside at all meetings of the School Site Council and may sign all letters, reports, and other communications of the School Site Council. In addition, the chairperson shall perform all duties incident to the office of chairperson and such other duties as may be prescribed by the School Site Council from time to time.

Section 6 – Secretary

The recording secretary shall keep the minutes of the meetings, both regular and special, of the Santa Monica High School Site Council. The correspondence secretary shall promptly transmit the minutes to each of the members, to the school district, and to such other persons as the Santa Monica High School Site Council may deem necessary, see that all notices are duly given in accordance with the provisions of these bylaws, and conduct necessary correspondence for the Santa Monica High School Site Council. The secretary shall perform all duties incidental to the office of secretary and such other duties as from time to time may be assigned to the office by the chairperson or the Santa Monica High School Site Council.

Article V Committees

Section 1 – Standing and Special Committees

The School Site Council may from time to time establish and abolish such standing or special committees, as it may desire. No standing or special committee may exercise the authority of the School Site Council.

Section 2 – Membership

Unless otherwise determined by the School Site Council in its decision to establish a committee, the chairperson of the School Site Council shall appoint, if necessary, members to the various committees.

Article VI Meetings of the School Site Council

Section 1 – Regular Meetings

The School Site Council shall meet regularly at least 8 times per year.

Section 2 – Special Meetings

Special meetings may be called by the chairperson or by majority vote of the School Site Council.

Section 3 – Place of Meetings

The Santa Monica High School Site Council shall hold its regularly monthly meetings and its special meetings in a facility provided by the school and readily accessible by all members of the public, including handicapped persons.

Section 4 – Notice of Meetings

Public notice shall be given of regular meetings at least 72 hours in advance of the meeting. Any change in the established date, time, or location must be given special notice. All special meetings shall be publicized. Any required notice shall be in writing; shall state the day, hour, and

location of the meeting; and shall be delivered either personally or by mail or electronic mail to each member.

Section 5 - Decisions of the School Site Council

All attempts at consensus should be made before calling for a vote.

A motion for a vote may be made by any member of the Council and may be approved by a simple majority of the Council.

Section 6 – Quorum

A majority of the Santa Monica High School Site Council constitutes a quorum for any meeting.

Section 7 – Conduct of Meetings

All regular and special meetings of the School Site Council shall be conducted in accordance with Roberts' Rules of Order or in accordance with an appropriate adaptation thereof.

Section 8 – Meetings Open to the Public

All regular and special meetings of the School Site Council and its standing or special committees shall be open at all times to the public.

Article VII Amendments

These bylaws may be amended by a majority vote of the Santa Monica High School Site Council.

If the Council determines that a review of the bylaws is necessary, then at a meeting, a subcommittee may be appointed by the Chair to review bylaws and any recommended amendments. A draft of recommended changes will be provided to members for review and revision. Any final draft of the bylaws will be presented for adoption by a majority vote.

Any bylaw changes will be effective immediately.

Approved
Revised 11/20/01
Revised 6/11/02
Revised 2/17/04
Revised 2/20/07